

Monthly Agency Action Update Report

Agency: *Arizona Department of Corrections (ADC)*

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The information reported in this document will be used to keep the Governor and her staff apprised of agency accomplishments, key issues, and upcoming events on a monthly basis. It should be completed on the last day of every month and submitted on-line to the Governor's Office by clicking the "Submit" button at the bottom of this form. The report is divided into two parts: (1) a summary of your agency's efforts during the past 30 days and (2) a description of activities your agency will undertake in the next 30 days.

Part One: Past 30 Days - Key Issues/Accomplishments/Developments

1. **Key Issues:** What key issues has your agency focused on during the last month?
 - The privately operated Kingman facility had 410 inmates in it as of the end of the month. During the first phase of construction, 472 beds are available. The remaining beds will be filled during October. The final phase of construction will be completed in April 2005, at which time 1,400 total beds will be available.
 - Following the recommendations of the Blue Ribbon Panel, ADC reinstituted its internal audit program as part of an effort to establish ADC as a nationally recognized "flagship" agency.
 - The agency began an in-depth Peer Audit Review of the Arizona State Prison Complex (ASPC)-Phoenix on September 20.
 - ADC completed the Blue Ribbon Panel (BRP) budget request for a FY06 appropriation in the amount of \$16,370,200 (strategies #15 and #19 under strategic issue #1).
 - The funding would assist the agency in developing a master plan, staff and equipment needs, providing additional training and automation of the inmate classifications system.
 - Governor Napolitano approved a plan to pay off compensatory overtime in the amount of about \$6,000,000.
 - The money will be taken from the FY 05 budget to pay approximately 5,000 ADC employees.
2. **Major Accomplishments:** What major accomplishments, both internally and from a public information perspective, have been completed over the course of this month?

One of the goals of ADC's new Victim Services unit (under strategic issue #4) is to offer support services to victims and their families.

- OVS held a remembrance ceremony to honor murder victims and their families as part of the National Day of Remembrance for Murder Victims and their families.
 - The Director presented two recognition awards to Homicide Survivors, Inc. and Parents of Murdered Children, Inc.

- The event included remarks from several victims, a proclamation from the Governor and a song by an ADC honor guard.
- ADC's 2004 National Crime Victims' Rights Week event was so successful that the United States (U.S.) Department of Justice, Office of Victims of Crimes, wants to highlight the event in the National Crime Victims' Rights Week (NCVRW) 2005 resource guide which is sent to every victim service agency in the country.
- Providing offenders opportunities to express remorse to the victim community through restorative activities is a strategy that ADC's new Office of Victim Services is trying to achieve.
 - ASPC-Safford Victim Liaison and COs worked with offenders to create two hand-carved 3-D flagstone plaques that were presented to Parents of Murdered Children and Homicide Survivors.
 - ASPC-Yuma Victim Liaison coordinated to have offenders make black ribbons that were handed out at the remembrance ceremony on Sept. 24.
 - ASPC-Tucson is acting as a referral agent for Mothers Against Drunk Drivers and Homicide Survivors for free children's car seats.
- 3. **Additional Accomplishments:** Are there any additional accomplishments that are worth noting?
 - The OVS administrator was invited by the California Youth Authority to participate in their training on Impact on Crime Victim classes (ICVC).
 - This is one of the country's model programs for impact panels recognized by the U.S. Department of Justice.
 - Establishing impact panels in ADC's facilities and field offices is one of the agency's victim focused strategies.

An ongoing strategy under strategic issue #1, ADC continues to build partnerships and share and develop resources with community organizations, including emergency preparedness systems.

- Arizona State Prison Complex (ASPC)- Perryville has partnered with Rio Salado College who is offering a "Workplace and Community Transition Training" course for inmates.
 - The program is intended to help inmates develop plans for housing and transitioning back into the community.
- ASPC-Florence and ASPC-Yuma collect unclaimed televisions for donation to social service organizations.
 - In September, 35 televisions were donated to the Boys and Girls Club of Mesa and 30 to the Child and Family Services organization in Yuma.
- Staff at ASPC-Safford is volunteering in Community Emergency Response Team Training.

Strategies that address improving public safety later (strategic issue #2) include finalizing a plan to fully implement mandatory school-work-treatment so that all eligible offenders are programmed full time.

- The ASPC-Winslow fire crew assisted with two fires during September.
- Utilizing offender labor resulted in substantial cost savings for the Safford and Douglas areas and demonstrates progress toward achievement of the agency's objective to employ all eligible inmates and give back to Arizona's communities.
 - In September, an average of 190 offenders at ASPC-Safford worked 22,150 hours resulting in a cost savings in the communities of \$102,998; the fiscal year-to-date savings is \$225,670.
 - 5,170 working offenders at ASPC-Douglas have saved taxpayers \$191,102.

Improving literacy skills of offenders and maximizing educational resources is crucial to achievement of the agency's goal to prepare offenders to successfully reenter society.

- During September, 47 ASPC-Perryville offenders passed the mandatory literacy test, up 20% from last year.
 - 118 have successfully passed the GED since the beginning of the fiscal year.
 - Working with Rio Salado Community College, 30 distance learning applications were approved.
 - Vocational programs at ASPC-Lewis are going strong and meeting the agency's strategic objective to implement a mandatory school and work component.
 - Ten students who completed the Automotive Technology course have signed up to take the Automotive Service Excellence (ASE) certification test in November 2004.
 - An ex-offender who graduated from the Water-Wastewater Technologies program while incarcerated recently informed a staff member at the prison that he was offered a job at a wastewater treatment facility in California.
4. **Legislative Monitoring:** What significant legislation has your agency been monitoring during the last month? N/A
5. **Grants:** Have you received or offered any grants, awards, or incentives (if applicable)? Have they resulted in job creation, social service advancement, public safety improvements or economic growth? (Please provide statistical information to substantiate your report.)
- ASPC-Winslow received notification of a grant award in the amount of \$500 to be applied to the Fatherread Program at the Apache Unit.
 - The grant will fund at least two additional classes during the fiscal year.
 - Each class has eight to twelve inmates and is designed to help them develop relationships with their small children through reading.

6. **Enforcement Actions:** Have you pursued any enforcement actions that improve public health or safety? Please describe them.
 - During September, Security Operations focused on standardizing yard tower munitions.
7. **New Programs:** Have you launched any new programs that are unique or ground-breaking in nature? Please describe them.
 - ASPC-Florence East Unit has implemented a Hepatitis C program, supervised by Medical Services, for offenders with and without the disease.
 - Fifteen offenders have been certified as peer educators to work with the offender population providing information and guidance.
8. **Efficiency:** Have you implemented any new measures designed to improve your agency's efficiency, enhance performance or facilitate customer service? Please describe how this was accomplished and detail any related cost-savings.
 - During September, Security Operations completed a comprehensive examination of methodologies associated with the application of mandatory overtime.
 - The Offender Operations division has been working toward consistency in the administration of forfeited earned release time.
 - ASPC-Eyman Meadows Unit, was selected to be the pilot complex for implementation of a computer automated barcode reader system for the library check-in/check-out functions.
 - This system will allow all library materials to be continuously accounted for, eliminating the requirement of a two-week shut down for inventory purposes.
 - Librarians will have more time to oversee library operations, being freed from the laborious procedures previously done manually.
9. **Constituents:** What issue(s) have been generating the most constituent traffic? Please catalogue your constituent inquiries.
 - In September, the Inmate Family and Friends Liaison (IFFL) addressed 1,021 telephone calls, 197 e-mails, 58 letters, and one walk-in for a total of 1,277 contacts.
 - Issues for the month included: out-of-state transfers, medical issues, disciplinary actions, visitation, and mail property questions.
10. **Other Issues:** Do you have any additional areas of concern? Please list them.
 - Bed Deficit: the net offender growth for September increased by 321 from August.
 - As of September 30, 2004, the designated bed capacity was 29,608 beds, and the official offender daily count was 32,270 resulting in prison overcrowding of 2,662 offenders.

- Staffing: the shortage of security staff is a major safety concern for staff, as well as the public, based on vacancy rates and the number of staff out on military leave.
 - As of September 30, 2004:
 - The CO operational vacancy rate for the ADC is 17.43%.
- Recruitment and retention of professional medical staff, especially nurses, continues to be an ongoing challenge.
 - Vacancy rates for selected statewide professional medical staff positions with vacancy rates 20% or above are as follows:
 - Correctional Registered Nurses/Supervisor I is 36.0%
 - Dentist and Dentist Supervisor is 43.75%
 - Mid-Level Medical Care Providers is 37.50%.

Part Two: Next 30 Days – Key Issues/Media/Grants/Outreach

11. **Key Anticipated Issues:** List all anticipated key issues related to internal/external policy changes, the announcement of significant projects, pending legislative activity, or any other noteworthy concerns. N/A
12. **Media:** List all planned press conferences, earned media attempts, paid media programs, radio appearances, and miscellaneous press-worthy information. N/A
13. **Grants:** List all grants, awards, and incentives your agency is planning to give to members of the community and/or receiving from the federal government or other entities. (Please include the date, time, and location when grant announcements will be made and when awards will be delivered.) N/A
14. **Community Contact:** Describe any wide-scale contact your agency plans to initiate with members of a community (e.g. mass mailings to 50+ people, new public information/outreach efforts, significant donations to the community, etc.). N/A
15. **Agency Outreach Outside of Maricopa County:** Describe any outreach efforts your agency will be conducting in other counties, and including significant visits by agency personnel. N/A
16. **Special Events:** List any special events your agency is participating in (e.g. in-state conferences your agency is hosting/attending, county fairs, clinics, community-oriented appearances, etc.). N/A
17. **Intergovernmental Updates:** List anticipated inter-agency or inter-governmental partnerships in which your agency will be participating, as well as important federal legislation your agency is monitoring, anticipated visits by top federal officials to Arizona, and any other related noteworthy information. N/A